

## **Town Administrator Report September 26, 2023**

### **Union Building Updates**

There is a walk-through of the Union Building scheduled for tomorrow morning with representatives from North Middlesex Council of Governments and Spencer Preservation Group. We've also held October 25 at 6 PM for our first public meeting on the reuse and restoration of the building.

### **Town Hall attic**

I've filed a claim with MIIA on the leaks suffered in the attic of Town Hall during the major storm event we experienced earlier in the month. There were two areas in particular that experienced water damage. MIIA representatives have planned a visit to Town Hall next week to inspect the damage and the Town Hall roof. I'll keep you informed as the process progresses.

### **Town Clerk Update**

Fortunately, we are working with the Town of Pepperell Town Clerk's office to assist during this transition period. The Town of Pepperell continues to be great partners in municipal government with their willingness to assist and collaborate when opportunities arise. They are helping now to update voter list files and create a calendar for the potential election for the debt exclusion for the PFAS project.

### **Town Center District Zoning Amendment**

The Planning Board has developed language to amend the Town Center District Zoning Bylaw which has been reviewed and approved by Town Counsel. The next step is for the Planning Board to hold a public hearing on the amendment which they have scheduled for October 16 at 7 PM.

### **MCO Associates MUD District Development**

MCO Associates dropped off their Local Initiative Program (LIP) application last week for the Board's consideration. They are planning to attend the Board's first meeting in October to review the application and request approval from the Board to file the application jointly with the Town.

### **Community Compact Grant Program**

As a reminder, the state is accepting applications for the Community Compact Best Practices Program. We are eligible to apply and can choose up to two best practices. Applications are accepted on a rolling basis. The best practices categories are as follows:

- Age and Dementia Friendly Best Practices
- Diversity, Equity, and Inclusion (DEI) Best Practices

- Economic Development Best Practices
- Education Best Practices
- Energy and Environment Best Practices
- Financial Management Best Practices
- Housing and Livable Communities Best Practices
- Human Resources Best Practices
- Information Technology Best Practices
- Mental Health Best Practices

Applications are being accepted on a rolling basis.

### **Cyber Security Awareness Grant Training**

As you know, the Town has received a Cyber Security Awareness Grant from the Executive Office of Technology Services and Security which started this month. All employees are being asked to participate, which includes online trainings and surveys/questionnaires. Thanks to Sue Fayne for spearheading this project.

### **Microsoft Office 365 Update**

Our migration to Microsoft 365 continues with Umbral working with individual employees to resolve outstanding issues.

### **AARP Walk Dunstable Public Meeting**

The Town is hosting a public meeting to discuss and review our work to-date on the AARP funded Walk Dunstable project. The public meeting and walk audit are scheduled to take place on Wednesday, October 4 at 5 PM. Thus far, we've hosted a successful walk audit with town officials and stakeholders, and a productive meeting with seniors where we received helpful feedback.

### **Municipal Vulnerability Preparedness Survey**

The online survey seeking feedback from residents and asking residents to share their experiences with extreme weather events in Town is still open and available. The survey results will help shape our Municipal Vulnerability Preparedness Plan, help the Town be more resilient to extreme weather events, and improve our planning and response during these events. The survey is planned to close on Friday, October 13.

### **Coffee with the Town Administrator**

I'll be hosting the first of hopefully a series of coffee hours on Thursday, October 5 at 10 AM at the Farmhouse Café. Coffee's on me!

**FY24 Budget Earmarks**

For the Fire Chief's vehicle earmark, I was directed to submit a letter to the Department of Fire Services requesting the funds which has been done.

In order to access the funds for Joint Grass Brook, MassDOT will execute an agreement for the disbursement of funds, which will be paid up-front via their operating budget. To initiate the contract paperwork, the Town needs to provide a scope and budget for the work to be performed in addition to an invoice for the funds addressed to MassDOT.

**Street Paving**

This week, National Grid began the process to pave Hall Street, School Street, and Groton Street. They expect this work to take approximately 2 weeks to complete, weather dependent. The Highway Department also completed paving a portion of Depot Street and Lake Street.